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[REDACTED] SUPPORT OFFICERS' MEETING
2 January 1964
DD/S Conference Room

1. Those present:

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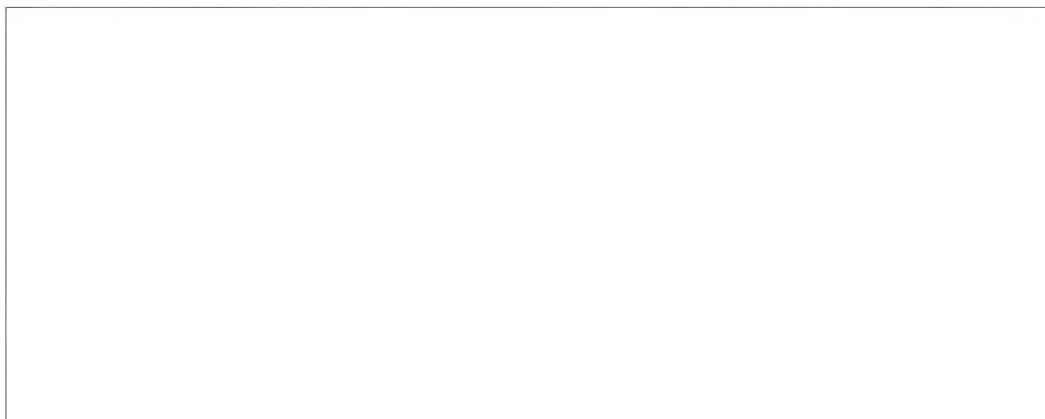
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2. [REDACTED] reported on the following topics:

a. [REDACTED] dated 18 December 1963, requested Deputy Directors and heads of independent offices to conduct surveys of telephone equipment and services within their respective organizations for the purpose of reducing telephone costs by at least 25 per cent. The deadline for the completion of the survey is 31 January 1964, and the Support Chiefs are requested to submit preliminary reports by 10 January to the SSA-DD/S who is responsible for handling this matter for the Clandestine Services.

b. [REDACTED] dated 19 December 1963, announced the enforcement of parking instructions and regulations at the Headquarters Building effective 15 January 1964. It also outlined procedures to be followed by employees who are recipients of traffic violation notices. The major problem regarding parking at the Headquarters Building seems to be that many people are not observing the 3:00 p.m. rule which permits an employee to park in any unreserved space after that hour, provided he has a valid parking permit. It is believed that many employees are moving their automobiles shortly after lunch from the more remote areas to spaces nearer the building, thereby creating a major parking problem. Employees should be cautioned that the 3:00 p.m. rule will be enforced.



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25 YEAR RE-REVIEW

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3. [] announced that there have been several instances of inadequate briefings for personnel who have resigned abroad. Support Chiefs were requested to notify [] as soon as they become aware that an employee plans to resign abroad.

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